

ARCS PROCEDURE:	<b>MANUS MONTHLY ROUNDS CHECKLIST</b>	PRO(ARCS)-010.008
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## ARCS VANS

See Procedure PRO(ARCS)-007

#	Question	Yes	No
1.	Inspect VAN exteriors for chipping and peeling of paint, or rust; are they in good condition?		
2.	Inspect the drain hose for dehumidifier in each VAN; Is it free of blockage?		

## SMET

See Procedure PRO(SMET)-001

#	Question	Yes	No
1.	Remove the T/RH probe from the aspirated shield and replace the membrane filter; is the replacement completed successfully?		
2.	Clean the ORG lens gently using the optics brush (see PRO(SMET)-001); was this completed successfully and is the lens clean?		

## SKYRAD – PSP (unshaded)

#	Question	Yes	No
1.	Following PRO(PSP)-001, check the PSP level bubbles; is the PSP level? <i>If NO, follow the procedure to level the instrument.</i>		
2.	Following PRO(PSP)-002, change the PSP desiccant. Are the desiccant replacement steps completed successfully? Note any comments in the SDL Daily Rounds comments field.		

## SKYRAD – PSP (B/W) (shaded)

#	Question	Yes	No
1.	Following PRO(PSP)-001, check the PSP level bubbles; is the PSP level? <i>If NO, follow the procedure to level the instrument.</i>		
2.	Following PRO(PSP)-002, change the PSP desiccant. Are the desiccant replacement steps completed successfully? Note any comments in the SDL Daily Rounds comments field.		

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### SKYRAD – PIR (shaded #1)

#	Question	Yes	No
1.	Following PRO(PIR)-001, check the PIR level bubbles; are the PIRs level? <i>If NO, follow the procedure to level the instrument.</i>		
2.	Following PRO(PIR)-002, change the PIR desiccant. Are the desiccant replacement steps completed successfully? Note any comments in the SDL daily rounds comments field.		

### SKYRAD – PIR (shaded #2)

#	Question	Yes	No
1.	Following PRO(PIR)-001, check the PIR level bubbles; are the PIRs level? <i>If NO, follow the procedure to level the instrument.</i>		
2.	Following PRO(PIR)-002, change the PIR desiccant. Are the desiccant replacement steps completed successfully? Note any comments in the SDL daily rounds comments field.		

### GNDRAD – PSP (down-looking)

#	Question	Yes	No
1.	Following PRO(PSP)-001, check the PSP level bubbles; is the PSP level? <i>If NO, follow the procedure to level the instrument.</i>		
2.	Following PRO(PSP)-002, change the PSP desiccant. Are the desiccant replacement steps completed successfully? Note any comments in the SDL Daily Rounds comments field.		

### GNDRAD – PIR (down-looking)

#	Question	Yes	No
1.	Following PRO(PIR)-001, check the PIR level bubbles; is the PIR level? <i>If NO, follow the procedure to level the instrument.</i>		
2.	Following PRO(PIR)-002, change the PIR desiccant. Are the desiccant replacement steps completed successfully? Note any comments in the SDL daily rounds comments field.		

### HYDROGEN GENERATOR

#	Question	Yes	No
1.	Did you perform Hydrogen Generator monthly maintenance check? <i>See PRO(BBSS)-007, BBSS: Electrolyzer Operations and Maintenance.</i>		

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**STAND ALONE INSTRUMENTS (outside I-Van) – MILLIMETER CLOUD RADAR (MMCR) and MICROPULSE LIDAR (MPL)**

#	Question	Yes	No
1.	Turn the TWT Amplifier (TWTA) OFF (see PRO(MMCR)-006); climb on the top of the I-Van. Are the Radome tension springs fastened and the cover tight? <i>Turn TWTA ON again when completed inspection; see PRO(MMCR)-004.</i>		
2.	Climb on top of the I-Van. Is the MPL window clean and not leaking? <i>If NO, see PRO(MPL)-002.</i>		
3.	Climb down off the roof. Turn the TWT Amplifier ON (see PRO(MMCR)-006). Did the TWT Amplifier start and the red light start flashing?		
4.	On the TWTA, is the “Remote” LED lit?		
5.	Is there corrosion or damage on the external components of the MMCR? Inspect the MMCR external components; Are they free of any damage or corrosion?		

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## ROUTINE DATA MEDIA MAILING

There are several types of media “containers” in the Vans for storing data media: 1) “Media to be ARCHIVED” container for media with data to be stored; 2) “Media to be MAILED” container for media with data to be shipped; and 3) “BLANK media” container with new, blank media to replace data full media that have been removed.

### Removable Hard Drive (HD) Mailing Procedure

- Upon receipt of a black plastic HD shipping case, put newly arrived HDs in the “BLANK Media” container (in the D-Van) on the bottom of the pile of HDs (the “IN” and “OUT” dates should be blank). Store the HD shipping case in the D-Van until it is needed for a return mailing.
- Weekly check the D-Van “Media to be MAILED” container. If there are HDs in the container take the hard drives and all other media put them in a shipping case and mail them to the USA. (Note that they should both be the same color and they should have the “IN” and “OUT” date filled in.) If no hard drives have been removed during the week hold all media to ship until there is a hard drive that needs mailing.

#	Question	Yes	No
1.	In the D-Van check the “Media to be MAILED” container. If there are HDs (and all other media) in the container, put them in the black plastic HD shipping case, and mail them to the USA (note that they should both be the same color and they should have the “IN” and “OUT” date filled in). Have you collected and mailed the D-Van “Media to be MAILED”?		
2.	Have you collected data tapes from the MMCR “Media to be MAILED” container in the I-Van if there are any? (They should have “IN” and “OUT” dates labeled on them).		
3.	If there is any media to be mailed, have you packed and mailed all the data media to PNNL?		
4.	If there is any media to be mailed, have you completed a shipping form?		

### Complete a shipping form and mail using DHL to:

Attn: Karen Creel  
Phone: 509-375-2428  
ARCS DMF  
Pacific Northwest National Laboratory  
3350 Q. Street  
ISB 1, Room 521, MS K7-28  
Richland, WA, U.S.A. 99352

### Label all tapes, disks, and tape cases as follows:

Darwin (instrument name)  
In: (Date)  
Out: (Date)